



Australian Government

**Community
Grants Hub**
Improving your grant experience



Regional Agricultural Show Development Grants

Questions and Answers

1. What is the closing time and date for applications?

The application form must be submitted by **11.00pm AEDT on Friday, 13 December 2019**. It is recommended that you submit your application **well before the closing time and date**. There will be one funding application round only.

2. If I am not able to submit my application by the due time and date, can I be granted an extension?

Late applications will only be considered where an applicant has experienced exceptional circumstances that are reasonably unforeseeable, beyond the applicant's control and unable to be managed or resolved within the application period.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the [late application policy](#) available on the Community Grants Hub website will apply.

3. How much funding is available?

The Australian Government, through the Department of Agriculture, is providing \$20 million (GST exclusive) for eligible agricultural show societies under the Regional Agricultural Show Development Grants Program.

4. How much funding can I apply for?

There is no minimum funding amount for eligible projects. The maximum grant will be \$500,000 (GST exclusive). Applicants may apply for multiple grants under different funding streams (see question 12).

5. Is the funding on-going?

No, funding is not ongoing. This is the only funding round anticipated under the program and funding will not be available after 30 June 2021.

6. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.



7. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post.

8. Do character limits apply to my application?

Yes, the application form includes character limits – up to 6000 characters (approx. 900 words) per assessment criterion. Please note spaces are included in the character limit.

9. Who is ‘the applicant’ as referred to in the application form?

The applicant is the intended recipient of the grant – i.e. the agricultural show society. It may not be the individual who is completing the form.

Questions 10 and 11 amended 05 November 2019.

10. Who is eligible to apply for funding?

To be eligible for funding the applicant must meet the eligibility requirements (section 4 of the Grant Opportunity Guidelines) which include:

- be an eligible entity (full list in the guidelines)
- be a regional show society that is, or intends to become, a member of Agricultural Shows Australia (ASA) or one of their state or territory members
- conduct a regular agricultural show
- provide evidence of ownership of the affected land/building, or evidence of support of the land/building owner (if the applicant is not the owner)
- ASA member state peak bodies representing regional agricultural shows can also apply for state wide grants if they provide evidence the project will benefit regional agricultural shows and show societies.

The applicant should also have an ABN, be registered for GST and have a bank account with an Australian financial institution. (See also question 28.)

Update to question

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks. Applicants who believe an eligibility criterion should be waived for their application need to provide justification that can be considered by the decision maker.



Questions 11 amended 07 November 2019.

11. How do I know if I am in an eligible regional area?

Eligible areas are defined by postcodes in all of Australia excluding the Urban Centre and Locality (UCL) capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Canberra and Darwin, as defined by the [Australian Bureau of Statistics' \(ABS\) Australian Statistical Geography Standard](#).

You can find a list of postcodes excluded from the program on the GrantConnect and Community Grants Hub websites. If the location of the showground is in one of these postcodes, your grant application will be ineligible. The ABS has a [mapping tool](#) that may also help you determine if your postcode lies within an eligible regional area.

Update to question

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks. Applicants who believe the criterion relating to ineligible postcodes should be waived for their application need to provide justification that can be considered by the decision maker.

Applicants applying for a grant under the state-wide stream are not required to be located in a regional area, but must demonstrate the funding they are applying for will be used to benefit regional agricultural shows.

12. Are there different funding streams for this program?

Yes. There are five funding streams under the program:

- Category 1 - Small grants for small shows
- Category 2 - Small grants for large shows
- Category 3 - Large grants for small shows
- Category 4 - Large grants for large shows
- Category 5 - State-wide grants

12a. How does the program define large and small shows?

A large show is defined as one which collects \$20,000 or more in their annual show gate takings. A small show is defined as one which collects under \$20,000 in their annual show gate takings.

12b. How does the program define large and small grants?

A small grant is up to \$124,999 (GST exclusive) and can be for a single project or comprised of up to four sub projects. A large grant is between \$125,000 (GST exclusive) and \$500,000 (GST exclusive) and can be for a single project or comprised of up to two sub projects of at least \$125,000 (GST exclusive) each.



13. Can I apply for more than one grant under this program?

Yes, you can apply for one grant under each funding stream that you qualify for; one small grant, one large grant, and one grant as a consortium (three grants in total). A separate application form will need to be completed for each grant. Each application can comprise more than one subproject.

If more than one application is submitted under the same stream the latest accepted application will progress.

13a. If I put in more than one application, or include more than one sub project in my application, will they all be funded?

This will be at the discretion of the Selection Advisory Panel. They may recommend all or some of the applications and/or sub projects for funding.

13b. If I put in more than one application, is there a requirement to prioritise the applications?

You may submit one application for a small grant and one application for a large grant but there is no need to provide your perspective on the relative priority of your applications. Each project will be assessed on its own merits against the assessment criteria and in competition with other projects.

14. What is a consortium?

A consortium is when two or more regional show societies and/or ASA member state peak bodies work together to develop and deliver a grant activity. One show society or ASA member state peak body must be nominated as the lead organisation in the consortium. The lead organisation must be an eligible entity type as listed in Section 4.1 of the Grant Opportunity Guidelines. Only the lead organisation can submit the application and receive the Commonwealth funds. The lead organisation will be responsible for ensuring all requirements of the grant agreement are met, including any co-contributions. The maximum grant amount sought per consortium application can be no more than \$500,000 (GST exclusive).

14a. If I put in an application as part of a consortium, can I put in another individual application?

Yes. You can apply for one grant under each funding stream that you qualify for; one small grant, one large grant, and one grant as a consortium (three grants in total). A separate application form will need to be completed for each grant. Each application can comprise more than one subproject.



14b. Can state-wide organisations be part of a consortium application?

Yes. ASA member state peak bodies can be part of a consortium application, both with other state peak bodies, and/or with other show societies. The maximum grant amount sought per consortium application can be no more than \$500,000 (GST exclusive).

15. Do I need to provide a co-contribution?

A co-contribution is the provision of cash or in-kind resources to the project by an applicant or other entities. All co-contributions are in addition to grant funding. Different co-contributions are required depending on the funding stream (see question 12). Section 3.5 of the Grant Opportunity Guidelines outlines the minimum co-contribution required for each funding stream. Small grants for small shows and state-wide grants are exempt from co-contribution requirements.

Co-contributions can be provided by the applicant, an individual, local, state or territory governments, not for profit organisations or private companies.

15a. What does in-kind co-contribution mean?

In-kind co-contributions can include direct salary or wage costs for staff to manage the grant activity, including a project manager. In-kind contributions may also include materials, machinery or equipment required to undertake the project. Volunteer labour is not permitted as a required co-contribution.

16. What can grant funding be used for?

Grants can be used for activities such as:

- repairing or upgrading existing showground infrastructure
- constructing new showground infrastructure
- purchasing or renting tangible infrastructure-related assets that will boost the capacity and sustainability of a regional show or a number of regional shows across a particular state or territory
- purchasing, renting or constructing attractions that increase the attractiveness of shows and encourage visitors.

The table at section 5.1 of the Grant Opportunity Guidelines lists the types of activities that can be funded. This list is not exhaustive – other activities may be eligible under the broad categories in the dot points above.

Grant funding can also be used for management and administration of the grant, employing a project manager for the project, labour and materials for construction, and purchase or rent of attractions.



16a. Can I use grant money to conduct a feasibility study for new infrastructure?

No, grant funding cannot be used for planning or conducting feasibility studies.

16b. Can I use grant money for infrastructure that is not specifically related to agriculture?

Yes, grant funding can be used to build or repair general infrastructure, for example a display hall or seating, as long as that infrastructure will benefit the regional agricultural show.

17. If I buy something moveable (for example a mobile sheep run) for an agricultural show, can I also use it in other locations or for other purposes?

Moveable infrastructure can be used in other locations, but the purpose of the item must be to boost the capacity and sustainability of a regional show, or a number of shows. The applicant would need to demonstrate that the grant funding's primary purpose is benefiting a regional show, and not for other purposes.

Section 5.1 of the Grant Opportunity Guidelines also states that any building built, extended or modified using grant funding, or any assets purchased using grant funding, must be used for the intended purpose for an agreed period, which will be agreed between the department and the applicant and included in the grant agreement.

18. I am not a show society but I own the showground, can I apply?

No, only agricultural show societies that are a member of Agricultural Shows Australia or one of its members, or an ASA member state peak body, are eligible to apply. If you own the showground or infrastructure, you may be asked to provide a letter of support to applications from the show societies using your showground.

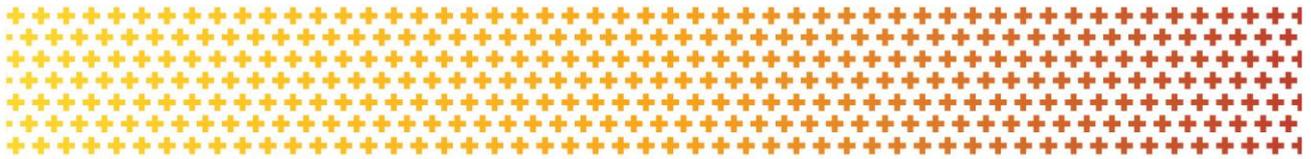
19. What will I be assessed on?

You will be asked to address three assessment criteria (see section 6 of the Grant Opportunity Guidelines) on:

- the need for the project and benefits to the community
- impact on the sustainability of the show
- your capacity to deliver the project.

20. What do I need to provide with my application?

You must use the templates provided to attach a budget proposal and a project plan. You must also attach evidence of land/building ownership or a letter of support from the showground owner (where this is not the applicant).



The applicant needs to provide all other information required by the application form, including their ABN, GST registration information and details of their Australian bank account.

21. Do I need to consider risks associated with my application?

Yes. Risks will vary according to the complexity and size of the project and may include, for example, health and safety risks, delays to the project, or financial risks.

You must demonstrate in your project plan that you have identified and assessed possible project risks and have appropriate mitigation or management strategies in place, where relevant.

22. How will successful applications be selected?

An independent Selection Advisory Panel will provide recommendations to the decision maker, based on how well they met the assessment criteria and value for money.

23. Will the decision maker approve a different grant amount to what I requested?

It is possible that the grant amount offered to successful applicants will be less than the funding requested. There is no obligation to accept an offer of grant funding. The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

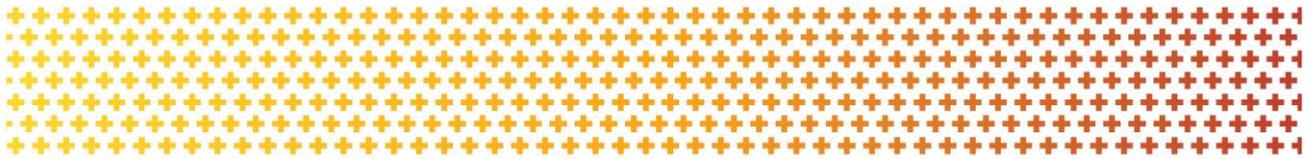
24. If my application is not successful, can I apply elsewhere?

There are a number of other Australian Government and state and territory grant programs available for which you may be eligible. These include the Building Better Regions Fund, the New South Wales' Community Building Partnerships Program, Queensland's Show Societies Grants Program, South Australia's Grants SA, Tasmania's Agricultural Show Development Grants Program, and Victoria's Agricultural and Pastoral Society Grants program.

25. When can the project start? Is there a time limit on the project?

A grantee must not commence work on their project before a funding agreement is executed with the department. Payment will not be backdated for activities that commenced before the execution of the funding agreement, and no payments will be made unless a funding agreement has been executed. Final payments will be made by 30 June 2021 and grant activity should be complete by this time. Please refer to section 7.3 of the Grant Opportunity Guidelines for application process timing.

Building approvals do not need to be in place before you apply, but they will need to be in place before a grant agreement can be executed.



26. Will all applications be funded?

It is unlikely that all applications will be funded. The funding available under the program cannot exceed \$20 million (GST exclusive). The Selection Advisory Panel will be looking for applications that represent good value for money, are spread geographically across Australia and demonstrate benefit to their local agricultural show and community.

27. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au or call 1800 020 283 (Option 1).

Questions 28-29 added 15 October 2019

28. Must my organisation be registered for the purposes of GST to apply for and receive a grant?

The Grant Opportunity Guidelines state that to be eligible the applicant should have a current Australian Business Number (ABN), be registered for the purposes of GST, and have an account with an Australian financial institution. While organisations can apply without having these, all successful grantees **will** be required to have an ABN and an account with an Australian financial institution. A successful grantee **will not**, however, have to be GST-registered (a note in the online application form when it was first launched indicated this would be a requirement, but has since been corrected).

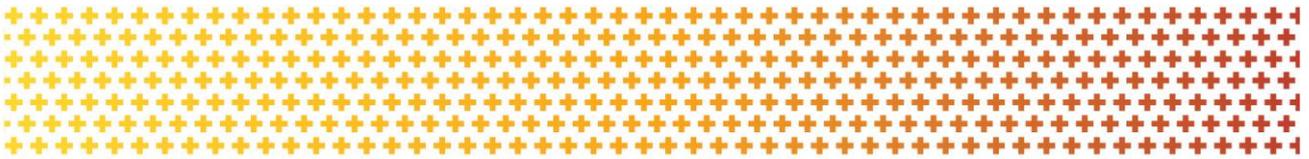
Project budgets are prepared on a GST exclusive basis. Grants to successful applicants that are GST-registered will include GST (i.e. the approved budget plus 10 per cent). **Grants to successful applicants that are not GST-registered will not include GST**, however grantees will still need to undertake the project activity as proposed including paying GST on inputs where applicable.

Applicants should obtain independent professional advice on their taxation obligations or seek assistance from the Australian Tax Office. Initial information relating to GST and becoming GST-registered is available on the Australian Tax Office [website](#).

29. What is the definition of ‘Agricultural Show’?

‘Agricultural show’ is not defined for the purposes of this grants program. To be eligible, applicants must be an agricultural show society that is a member of a State/Territory agricultural show peak body or the national peak body, Agriculture Shows Australia (ASA).

This requirement aims to provide a consistent basis for determining eligibility and fair comparison by the independent panel in its merit-based, competitive grant assessment process.



Becoming a member of a State/Territory agricultural show peak body or ASA follows an application process that includes eligibility and governance requirements.

Question 30 added 17 October 2019

30. As we are a show society registered for GST, I would like clarification if the \$20,000 gate receipts is GST inclusive or exclusive?

The gate receipts are GST exclusive.

Question 31 added 23 October 2019

31. In reference to section 4.1 of the Grant Opportunity Guidelines.

I am unclear as to what documentation is required. The showgrounds affected by the proposed project is owned freehold by ourselves. Is the documentation required proof of ownership (in which case could you please suggest what documentation would be acceptable) or, is it our public liability and insurance of the grounds which is required? (We have 2 separate insurances over the showgrounds and the online application will only allow 1 attachment).

Should I therefore just attach our public liability policy?

The required documentation is as follows:

- A copy of the Deed/Title of the property with the applicant's name on it (matching the AgShow Society/entity).
- A copy of rates notices with the applicant's name on it (matching the AgShow Society/entity).
- If the name of the Deed/Title (or rates notice) is not the AgShow society/entity, then there should be a letter of support from the person/entity that is the actual legal owner.

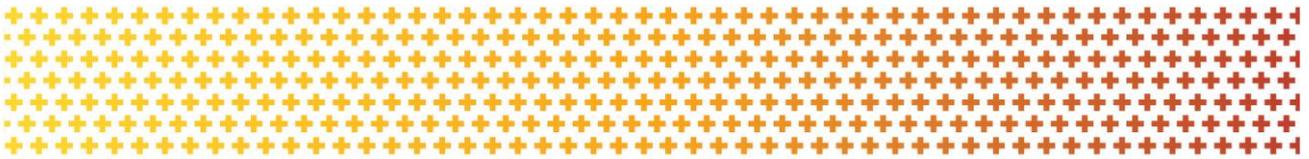
Public Liability and Public Insurance will be required for any works undertaken, and does not necessarily correlate with ownership of lands.

Question 32 added 24 October 2019

32. How much co-contribution must I provide?

Question 15 above and section 3.5 of the Grant Opportunity Guidelines note the requirement for successful grantees to provide co-contributions in some instances.

Co-contributions are required in accordance with the table presented here, which has been clarified in the Grant Opportunity Guidelines:



| | Small grant | | Large grant | |
|--|-------------------|-------------------|-------------------|-------------------|
| | <i>Small show</i> | <i>Large show</i> | <i>Small show</i> | <i>Large show</i> |
| Co-contribution to grant ratio | Nil | 1:4 | 1:4 | 1:1 |
| Minimum rate of co-contribution | 0% | 25% | 25% | 100% |

Note: For these calculations, the grant amount and the value of co-contributions are GST exclusive.

A **small show** that applies successfully for a **small grant** will not have to provide a co-contribution, however doing so may improve the competitiveness of the application.

A large show applying for a small grant, and a small show applying for a large grant will need to show in the budget template a minimum co-contribution value (cash and/or in-kind) of \$1 for every \$4 of grant funding.

A large show applying for a large grant will need to show in the budget template a minimum co-contribution value (cash and/or in-kind) of \$1 for every \$1 of grant funding, i.e. matching co-contributions.

For example:

- A **large show** costs a project at a total of \$80,000 (GST exclusive).

This project will require a minimum \$16,000 co-contribution (20% of \$80,000) and attract maximum funding under the **small grant** stream of \$64,000 (80% of \$80,000); i.e. 20:80 = 1:4.

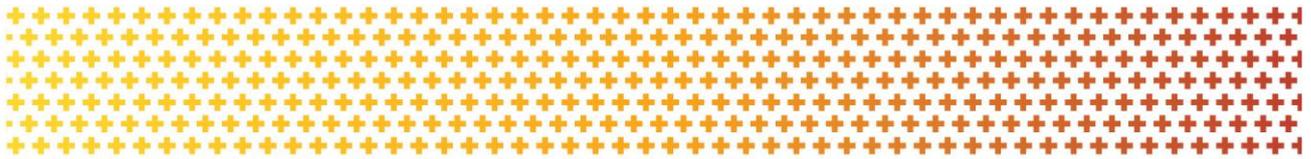
The minimum rate of co-contribution is 25% – the grantee must provide at least one dollar for every four dollars received; i.e. 25% of a \$64,000 grant is \$16,000.
- A **small show** costs a project at a total of \$620,000 (GST exclusive).

This project will require a minimum \$124,000 co-contribution (20% of \$620,000) and attract maximum grant funding under the **large grant** stream of \$496,000 (80% of \$620,000); i.e. 20:80 = 1:4.

The minimum rate of co-contribution is 25% – the grantee must provide at least one dollar for every four dollars received; i.e. 25% of a \$496,000 grant is \$124,000.
- A **large show** costs a project at a total of \$875,000 (GST exclusive).

The project will require a minimum of \$435,500 co-contribution (50% of \$875,000) and attract maximum grant funding under the **large grant** stream of \$435,500 (50% of \$875,000); i.e. 50:50 = 1:1.

The minimum rate of co-contribution is 100% – the grantee must provide at least one dollar for every one dollar received; i.e. 100% of a \$435,000 grant is \$435,000.



Question 33 added 5 November 2019

33. Please provide clarification on how an organisation is classified as a small or large show?

A large show is defined as one which collects \$20,000 or more in their annual show gate takings. A small show is defined as one which collects under \$20,000 in their annual show gate takings”.

The \$20,000 delineator between large/small shows is based on analysis of annual show gate takings data over a couple of financial years.

Questions 34 - 37 added 14 November 2019

34. How many quotes do applicants need to provide?

It is up to applicants on how they populate and justify their project budget and demonstrate value for money.

35. If electrical work is being undertaken can electrical design be included in the grant?

Applicants can use grant money for professional services. However, grant program objectives are to maintain, upgrade, build or purchase new infrastructure, not just design it.

36. How can shows demonstrate they are a small show?

Applicants are required to indicate whether they are a large or small show on their Online Application. Verification of gate takings will be sought from applicants who are deemed to be eligible.

37. How are you confirming that shows are members of the state body or ASA?

Confirmation will be sought from ASA and other agricultural society peak bodies.

Question added 9 December 2019

38. Can grants be used to fund activities such as promotion, advertising and media aimed at raising the profile of regional agricultural shows, improving attendance, etc.?

These kinds of activities would not be eligible for funding under this grants program. Section 5.1 of the Grant Opportunity Guidelines sets out the kinds of activities that may be eligible for funding. The focus is on the repair, upgrade and construction of infrastructure, the purchase or renting of tangible infrastructure-related assets, and the purchase, renting or construction of attractions.
